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Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160021-6

4 JUN 1969

MEMORANDUM FOR: Chief, Building Planning Staff

FROM : Executive Officer, Office of Logistics

SUBJECT : Annual Report of Records Holdings

1. An annual report on records holdings is required from each component of the Agency at the end of each Fiscal Year. This year's report is due in the Records Management Branch no later than 25 August 1969. In order for the Logistics Records Management Officer to meet this deadline, the reports from Logistics components will be due in the Executive Office by 15 August 1969.

2. Please note that the reporting format for this year has been expanded, and an item by item inventory is required. The inventory totals and lists should include both scheduled and non-scheduled files. A copy of your Records Schedule with appropriate notations will suffice for item inventory of scheduled items. Form No. 138, Records Survey Work Sheet (available in OL/Registry), should be completed for each new item which should be scheduled, and for all non-scheduled items.

3. A copy of your Records Schedule is attached for your use in preparing your submission. The volume figures you insert can then be compiled and the totals entered on the attached form. The Schedule itself, along with supporting Forms 138, should be submitted to the Executive Officer with the compilation.

4. Your cooperation and assistance on this Annual Records Inventory will be appreciated. If you have any questions about this year's inventory, please call [REDACTED] on extension 2461.

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Attachments:  
Compilation Forms  
Records Schedule  
Form 138

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment